

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, DECEMBER 12, 2017**

Call to Order

President Stocks called the meeting to order at 7:30pm.

Roll Call

President Stocks called for the roll. Commissioners answering present were: Susan M. Stocks, Theodore J. Lewis, Lori A. Palmer, and Diana Gunsteen. Commissioners Stephen M. Eckelberry, Nicholas A. Mostardo and James A. Mansfield were absent.

Staff members present were Executive Director Rita Fletcher, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks and Planning Kelly O'Brien, Superintendent of Business Services Kevin Romejko and Superintendent of Special Facilities Lynsey Heathcote.

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Stocks led the Pledge of Allegiance.

Volunteers to Review Closed Session Minutes

President Stocks asked for two volunteers to complete the semi-annual review of Closed Session minutes. Ms. Stocks and Ms. Palmer volunteered to review the Closed Session minutes.

Finance Committee, Mr. Mostardo Chairperson

Ordinance 17-09, Annual Tax Levy Ordinance

Ms. Stocks explained that in November, Resolution 17-09, Estimate of Taxes to be Levied was presented to the Board for review and approval. No changes have been made to the levy amounts, and staff is requesting Finance Committee approval. Mr. Lewis made a motion for approval of Ordinance 17-09, Annual Tax Levy Ordinance, seconded by Ms. Palmer. **Motion carried.**

Request For Proposals (RFP) of Audit Services

Ms. Stocks announced that in November an RFP of audit services was released, requesting proposals from qualified firms of certified public accountants to audit the District's financial statements for the fiscal years ending April 30, 2018, 2019 and 2020. The District received four proposals and, after a diligent review of the proposals, three firms were selected for an in-person interview. Based on reference checks and evaluation criteria outlined in the RFP, staff is now requesting Finance Committee approval of engaging Lauterbach & Amen LLP of Naperville to audit the District's financial statements, for the all-inclusive maximum, not to exceed, fee of \$51,000. The fees per year are:

- Fiscal Year Ending April 30, 2018: \$16,600
- Fiscal Year Ending April 30, 2019: \$17,000
- Fiscal Year Ending April 30, 2020: \$17,400

Ms. Stocks made a motion to approve Lauterbach & Amen LLP to audit the District's financial statements for fiscal years ending April 30, 2018, 2019 and 2020. Ms. Palmer seconded the motion. Ms. Gunsteen asked if the District has ever used this firm before, and Mr. Romejko replied that we have not, but they do a lot of government business work.

Motion carried.

Purchase Orders Between \$5,000 and \$15,000

A list of approved purchase orders between \$5,000 and \$15,000 for the time period of September 2017 through November 2017 was presented to the Board. Staff requested that the Finance Committee accept this report. A motion was made by Ms. Stocks, seconded by Mr. Lewis to accept and approve this request. Ms. Palmer asked if the expenses for the garage repair at Villa Olivia were part of the car accident that occurred there, and Ms. Fletcher confirmed that it was and we would receive insurance reimbursement. **Motion carried.**

Planning Committee, Mr. Eckelberry Chairperson

BAC Family Changing Room

Ms. Fletcher discussed two different options to make a family changing room at Bartlett Aquatic Center which were outlined in drawings provided to the Board, following her discussion with Tom LaLonde. Ms. Fletcher explained that per Illinois State Department of Public Health requirements, there must be 10 showers. Option 1 to make a family changing room would include narrowing down the men's side of the current locker room which would leave 9 showers in one area. Ms. Fletcher noted that this could be a little tight if 9 people were showering at the same time, however the chances of that occurring would be slim as this is not currently happening. Option 2 would reduce the existing locker room to 7 showers, plus an additional 3 new showers. This option would be more expensive, but it would provide more room in the shower area. Ms. Fletcher also pointed out that the entrance for the men's locker room would be moved down to the left, as the current opening is where the entrance for the new family changing room would be. This part of Option 2 would require some landscaping and sidewalk work to also take place.

Ms. Fletcher explained that this new family changing room would not be accessible from the main entrance, however, it would be accessed through the staff entrance, which is what is currently happening. Ms. Gunsteen asked if there would be a requirement to have a shower in the family changing room, and Executive Director Fletcher responded that there would be, however, she needs to verify with the State that having 9 showers in the men's locker room plus 1 shower in the family changing room would meet the requirement. Ms. Fletcher explained that Option 1 would be a lower cost and less interruption to the existing building. The Board agreed to move forward with Option 1, provided that the number of required showers meets the State required criteria. Ms. Fletcher added that she will get costs for the project based on the Board's feedback.

Building and Grounds Committee, Ms. Palmer Chairperson**D.A.R.E. Family Fishing Derby Request**

Ms. Palmer stated that the Bartlett Police Department has requested approval to use Beaver Pond Park for their annual 'Family Fishing Derby' on Saturday, May 12, 2018 (with a rain date of Saturday, June 2, 2018) from 8:00am – 12:00pm. The Police Department has been holding this event to celebrate the D.A.R.E. Program with the community since 2004. Staff is asking for the Board's approval for the use of Beaver Pond Park by the Bartlett Police Department for this event. Ms. Palmer made a motion to approve this request, seconded by Ms. Stocks. **Motion carried.**

Recreation Committee, Ms. Gunsteen Chairperson**Winter Break Activities**

Ms. Gunsteen discussed the following programs that will be held over winter break:

1. At the Bartlett Community Center, December 26-29, January 2-5 and 8&9:
 - a. School Day Off Camp, for students in grades K-6. Activities will include playing in the gym, board games, arts & crafts and swimming at Splash Central. Camp hours are 8am – 3pm.
 - b. Youth School Day Off Basketball Open Gym for students in grades 3-12, with hours from 12 – 6pm.
2. At the Nature Center, Saturday, December 30:
 - a. Pre-New Year's Party, open to all ages. Activities will include dancing, games, a nature hike, hot chocolate and popcorn.

Special Facilities Committee, Mr. Mansfield Chairperson**Aquatics Intergovernmental Agreement**

Ms. Stocks explained that the Aquatics Intergovernmental Agreement with the Village of South Elgin has been renewed for 3 years beginning December 1, 2017. The agreement outlines the park district's relationship with South Elgin relating to Bartlett Aquatic Center and Splash Central for passes, admissions, programs and more. The amount charged to South Elgin varies by pass or program, but typically it is more than the resident rate and less than the non-resident rate. This agreement allows us to reach the South Elgin residents giving them access to our facilities at a discounted rate. Early in the new year, Ms. Stocks reported that staff will begin discussing a similar agreement for usage of the LIFECENTER.

Villa Olivia Committee, Mr. Lewis Chairperson**Christmas Day Champagne Brunch**

Mr. Lewis stated that Villa Olivia will once again hold their Christmas Day Champagne Brunch on Monday, December 25th, with seating's from 9:30am to 2:00pm. The brunch features an expanded offering of menu items, as well as a complimentary glass of champagne. Staff anticipates attendance to be approximately 500 guests.

Ski with Santa Event

Mr. Lewis announced that the annual 'Ski with Santa' event will take place Saturday, December 23rd, from 11am – 2pm. Santa will be skiing throughout the facility, and customers are invited to find him and have their photo taken with him.

Personnel Committee, Mr. Lewis Chairperson

Resolution 17-10, Adopting a Policy Prohibiting Sexual Harassment

Mr. Lewis noted that Public Act 100-0554 was amended by the Illinois General Assembly on November 16, 2017. The Act mandates that all governmental units adopt a resolution establishing a policy that prohibits sexual harassment, although the Bartlett Park District has had a policy against harassment for over 20 years. The Personnel Committee recommends that Resolution 17-10, Adopting a Policy Prohibiting Sexual Harassment, be approved by the Board. Mr. Lewis made a motion to approve Resolution 17-10, seconded by Ms. Gunsteen. **Motion carried.**

Community Relations and Legislative Issues Committee, Ms. Stocks Chairperson

No report.

Old Business

No business.

New Business

Mr. Lewis stated that he and his family recently attended the 'Breakfast with Santa' at Villa Olivia on Saturday, December 9th that was put together by the Villa Olivia and Special Facilities Departments. He remarked that it was a very nice time, and thanked staff for hosting events like this.

Resident Comments

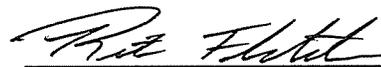
None.

Adjournment

There being no further business, Commissioner Palmer moved to adjourn the meeting, seconded by Ms. Stocks. **Motion carried at 7:49pm.**

Minutes Approved by the Board on December 19, 2017.

By:



Rita Fletcher, Board Secretary